



VICE PRESIDENT OF MEMBERSHIP

Position Summary:

Manage the activities of the Membership Committee to grow membership and manage quarterly happy hours.

Responsible To:

Chapter President
Board of Directors
Chapter Membership

Responsibilities:

- Implement initiatives to recruit non-affiliated HR professionals and SHRM At-Large members with emphasis towards dual-membership of Chapter and SHRM National.
- Recruit new members and retain members for Austin SHRM.
- Coordinate efforts with the Board of Directors to best serve membership.
- Serve as resource to new, potential, or current members and recruit committee members.
- Look for sponsors for quarterly gatherings.
- Locate a good gathering place within the budget and work with the venue manager for a contract and payment.
- Work with board for good dates to host a happy hour – make sure no conflicts with calendar.
- Coordinate sponsors and partner with them for good arrangement of co-sponsorships on same date.
- Provide content for social media blasts to advertise happy hours.
- Coordinate food/drinks for gatherings.
- Work with sponsors on giveaways, raffle prizes, and secure tables for sponsors to display literature/giveaways during events.
- Arrive to gatherings early, check people into event, provide name badges, provide raffle tickets, make sure happy hours run smoothly, and announce and thank vendors during the events.
- Secure microphone, table cloth, pop up banner prior to the events and get it to where/who it needs to go next.
- Secure payment from the sponsors.
- Provide committee members with membership lists so that they can reach out to pending memberships and renewals
- Welcome new and potential new members with an orientation at the monthly meetings.
- Attend all monthly membership and Board of Directors meetings.